

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: Zoom Virtual Meeting

Date: 10/12/2021                      Time Convened 6:04 p.m.                      Time Terminated 6:45 p.m.                      Recorder: Angie Guzman

Attendees: Juan Batiz, Karen Medrano, Myriah Herrington, Jasmine Cisneros, Ana Araujo, Aaron Alarcon-Bowen and Michelle Mankewich

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Jasmine Cisneros, Chair, called the meeting to order at 6:04 pm.</li> <li>Juan Batiz, Vice-Chair, reviewed the meeting ground rules.</li> <li>Myriah Herrington, Parliamentarian, reviewed the desired outcomes.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve September 1, 2021 Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed; no corrections were noted.</p> <p><b>A motion to approve September 1, 2021, Executive Meeting Minutes was made by Myriah Herrington and seconded by Juan Batiz. The motion passed.</b></p>
<p>Review and Make a Decision on Parent Recognition of Staff</p>	<ul style="list-style-type: none"> <li>The group reviewed all nomination forms and selected Ms. Zermina Zadrán, Teacher at Los Nogales, and Ms. Bertha Lopez, Teacher at YMCA 8<sup>th</sup> Street, to receive recognition on October 20, 2021, Policy Council Meeting for their outstanding work with the children and families.</li> </ul> <p>Angie Guzman, Student Intern, will invite them to attend the October 20, 2021, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"> <li><b>Presentation</b></li> </ul>	<p>Ana Araujo, Comprehensive Services Manager, provided an overview on the Policy Council Bylaws,</p> <ul style="list-style-type: none"> <li><b>Purpose and Responsibilities:</b> The purpose of the Policy Council is to promote the objectives of the Head Start and Early Start Programs operated by Contra Costa County. The Policy Council serves as the link among public and private organizations, Contra Costa County and Delegate Agencies, the communities served, and the parents of enrolled children.</li> <li><b>Responsibilities:</b> The Policy Council shall approve and submit to the Contra Costa County Board of Supervisors decisions about each of the following:                             <ul style="list-style-type: none"> <li>(i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Contra Costa County is responsive to community and parent need</li> <li>(ii) Program recruitment, selection, and enrollment priorities;</li> <li>(iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause</li> </ul> </li> </ul>

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- (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;
- (v) Bylaws for the operation of the Policy Council;
- (vi) Consistent with Contra Costa County’s policies, Personnel Management Regulations, applicable Memoranda of Understanding, and laws and regulations, program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff;
- (vii) Developing procedures for how members of the Policy Council will be elected; and
- (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

- **Absences:**

Policy Council members are required to attend all meetings. If a member provides less than a 24-hour notice of his or her absence, the absence will be considered unexcused. If a parent of a currently enrolled child will be absent, he or she must confirm that his or her alternate will attend on his or her behalf. The member must give twenty-four hours’ notice of his or her absence to the alternate, Policy Council Secretary, and childcare site supervisor of the center the parent’s child attends. If a parent of a currently enrolled child has two unexcused absences, the center that he or she represents will be notified, and the center will make the determination as to whether the parent will remain on the Policy Council or if the parent will step down and the center will elect a new representative. The center must notify the Policy Council Secretary of any changes in representation.

If a past parent or community representative has two unexcused absences, the Policy Council may choose to terminate his or her membership. Community representatives may be terminated only after the Policy Council notifies the agency represented.

- **Executive Committee:**

The Policy Council is led by the Executive Committee. The Executive Committee is comprised of Policy Council members who are elected annually to serve as executive officers. The Executive Committee oversees the monthly Policy Council meetings and also meets separately each month to plan Policy Council meetings, to review the agenda and to review the previous month’s meeting minutes.

**Officers**

**1) Chairperson**

The Chairperson presides over all Policy Council meetings. He or she has the authority to call special meetings, to maintain order, and to appoint members to chair ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members, and shall recognize members; staff and visitors who wish to speak and make official written communication.

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**2) Vice-Chairperson**

The Vice-Chairperson assists the Chairperson and assumes the Chairperson's obligations and authority if the Chairperson is absent. The Vice Chair is responsible for reviewing the desired outcomes and meeting rules during Policy Council meetings.

**3) Secretary**

The Secretary conducts a roll call of members and declares whether a quorum exists at the beginning of each meeting and monitors member attendance. He or she reads any correspondence into the record during Policy Council meetings, prepares meeting minutes, and ensures that meetings are recorded. He or she reviews and corrects the previous month's minutes and seeks approval of the minutes during Policy Council meetings.

**4) Parliamentarian**

The Parliamentarian assists the Chairperson in maintaining order during meetings. He or she states and reviews the principles of conduct and expected behaviors during meetings. He or she acts as timekeeper of the agenda items and notifies the Chairperson when time is about to be exceeded. He or she also serves as the Chairperson of the Bylaws Subcommittee.

• **Election of Officers:**

Executive Officers are elected and seated annually at the general meeting in September. Nominations for the officers are made by the general membership. Only parent representatives may serve as officers. Votes are cast by roll call. No more than three past parent representatives may serve on the Executive Committee during any term.

• **Attendance:**

Executive Officers shall attend all Policy Council and Executive Committee meetings. Executive Officers may attend Executive Committee meetings by teleconference. Arriving 15 minutes or more late to an Executive Committee meeting is considered an unexcused absence.

• **Removal from Office:**

Executive Officers may be removed from office by a two-thirds (2/3) vote of the general membership at any regular meeting for misconduct or excessive absenteeism.

**Officer Vacancy:** The Chairperson of the Policy Council fills officer vacancies by appointment. The Policy Council ratifies the appointments.

• **Subcommittees:**

The Policy Council has six standing subcommittees: Executive Subcommittee, Fiscal Subcommittee, Program Services Subcommittee, By-laws Subcommittee, Advocacy Subcommittee and Ongoing Monitoring –Self Assessment Subcommittee. Executive Officers must sit on at least one subcommittee.

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	<p>Each subcommittee must always maintain at least four members. The Policy Council Chair appoints subcommittee leads and the Policy Council must confirm all appointments by ratification. Subcommittees must follow the Brown Act, keep minutes, and present reports to the Policy Council.</p>	
<ul style="list-style-type: none"> <li>Staff Reports</li> </ul>	<p>Michelle Mankewich, ASA III, provided updates on the following items,</p> <ul style="list-style-type: none"> <li>We are pleased to share our executive director, Aaron Alarcon, has earned his PhD and is now Dr. Aaron! Congrats!</li> <li>All our centers are working towards returning to full in person enrollment. As each new preschooler is enrolled the Comprehensive Services team and the Teachers are working together to assess the child’s development, including hearing, vision, growth, and social emotional development. All these screenings help the team support your child in reaching development milestones. Early Head Start children are also assessed for developmental and social emotional development. CSB purchased new screening tools right before COVID for hearing and vision screening with EHS students, and training for staff is planned later this month. Once staff are trained, EHS students will also be screened with parental consent.</li> <li>CSB is proud to have started our 5<sup>th</sup> cohort of training on the Teaching Pyramid, a program that trains teachers to address challenging behaviors and support social emotional development of children in the classroom. Our teachers and Site Supervisors have dedicated time to attend this training a few Saturdays a month, and meet with a coach during their work day to support and develop their implementation of this model.</li> <li>CSB is hiring! If you love to work with children or know someone who does, please encourage them to reach out to our personnel department at 925-608-5020.</li> </ul>	
<ul style="list-style-type: none"> <li>Review September 29, 2021 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed September 29, 2021 Policy Council Minutes and no changes are needed.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and set Agenda for October 20, 2021 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed and set the agenda for October 20,2021 Policy Council Meeting.</li> </ul>	
<p>Meeting Evaluation</p>	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>Congratulations to Aaron for receiving PhD.</li> <li>Welcoming new members.</li> <li>Meeting went well.</li> <li>Jasmine ran a smooth meeting.</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>